

CHAPTER 4. BOARDS AND COMMISSIONS**ARTICLE A. ATLANTA PLANNING ADVISORY BOARD***

***Charter references:** Boards and commissions, § 3-401.

Code of ordinances reference--Boards, councils and commissions, § 2-1851 et seq.

Cross references: Zoning, § 16-01.001 et seq.

Sec. 6-4001. Creation and Composition.

- (a) There is hereby created the Atlanta Planning Advisory Board which shall be composed of 25 voting members.
- (b) The chair of each neighborhood planning committee or the designee of the neighborhood planning committee shall have one vote.
- (c) The Atlanta Planning Advisory Board shall elect a presiding officer from the voting membership of the board.

(Code 1977, § 6-4001; Ord. No. 2008-08(08-O-0009, § 1, 2-12-08)

Sec. 6-4002. Boundaries.

The boundaries of the Atlanta Planning Advisory Board shall be the city limits of Atlanta.

(Code 1977, § 6-4002)

Sec. 6-4003. Functions.

The Atlanta Planning Advisory Board may:

- (1) Prepare its own bylaws, not inconsistent with state law or city ordinance;
- (2) Serve as an advisory board to the city on city-wide problems, issues, goals and objectives relative to the preparation and updating of the comprehensive development plan;
- (3) Advise the city on matters relating to citizen organizations and participation in the planning process;
- (4) Perform other functions required by federal law relative to citizen participation where federal law does not mandate assignment to a specific agency; and
- (5) Perform other duties as assigned by the mayor or the council.

(Code 1977, § 6-4003; Ord. No. 2004-08, § 11, 2-10-04)

ATLANTA PLANNING ADVISORY BOARD (APAB)

Overview

The Atlanta Planning Advisory Board (APAB) is a representative Board of citizens drawn from every district of Atlanta that advises the City Administration, City Council and others on citywide issues, goals and objectives relative to Atlanta's Comprehensive Development Plan and related concerns. It also advises on ongoing issues related to land use, zoning, transportation, environmental quality, license review, parks and open spaces. The Planning Advisory Board maintains direct communication with the Commissioner of Planning, and its annual budget is administered by the Bureau of Planning. Unlike ad hoc citizen groups formed for the purpose of lobbying for individual interests, APAB delegates vote to reflect the broad democratic consensus of the NPU they represent. APAB is the official voice of Atlanta's citizens in the planning process pursuant to provisions of the Atlanta City Charter, and actions of this Board and its membership are subject to the City Code of Ethics.

APAB is composed of twenty five delegates and 25 alternate delegates from each of the City's 25 Neighborhood Planning Units (NPU). The NPU Chairperson or official delegate is, by statute, the voting representative of their NPU. APAB elects officers yearly, and its officers, together with its committee chairs, constitute the Executive Committee of the Atlanta Planning Advisory Board. APAB meets on the third Saturday of every month at City Hall in the morning. The public is invited to attend any regular APAB meeting. A brief period for public comment is a feature of the monthly APAB session. APAB meetings are televised live on City Channel 26, and are taped for archival purposes.

The primary mission of the Atlanta Planning Advisory Board is to facilitate citizen participation in affairs of city government by drawing on its representation from the Neighborhood Planning Unit system and elsewhere. The Board assists City agencies in determining priorities, in review and recommendations on budgetary items and in matters of policy. APAB may advise the City concerning responsiveness of city government to its citizen organizations and other citizen participants in the planning, administrative and legislative processes. APAB may also perform other functions as required by federal law relative to citizen participation where federal law does not mandate assignment to a specific agency, and may perform other duties as assigned by the Mayor and City Council. APAB is the nominating or appointing body for citizen seats on numerous City boards and commissions.

Committees and Work Groups

Under its present by-laws APAB maintains a committee structure that parallels that of City Council. The committees consist of: Finance/Executive, Public Safety, Community Development and Human Resources, Zoning, Utilities, Transportation, and Committee on Council. The President of APAB and the Executive Committee routinely create collaborative committees or work groups from within its delegate pool and from the city at large to facilitate citizen input on specific topics of current concern that are under consideration by city government. APAB committee members frequently work with City Council committees during the amendment phase of legislative papers in order to incorporate citizen concerns before the legislation is enacted.

Citizen Participation Training and Issues Forums

An important activity of APAB is to inform and educate citizens by presenting workshops and other training events and to raise awareness on pending issues of civic concern. In years when funds permit, APAB convenes a Leadership Institute for community leaders in order to strengthen their knowledge, skills and effectiveness in providing citizen input within the City's citizen participation system. More routinely at the beginning of each calendar year orientation training by the Bureau of Planning is hosted by APAB for all new NPU chairpersons in January. Other training seminars are held, time permitting, as an adjunct to the monthly Saturday APAB meetings and at other times. The Atlanta Planning Advisory

Board also holds occasional forums and panel discussions, some with distinguished invited guests, when such forums are timely, in order to monitor citizen opinion at critical times in citywide debate on pending issues.

Atlanta Neighborhood Achievement Awards

On an annual basis, at the discretion of its executive committee, APAB hosts a citywide event, the Atlanta Neighborhood Achievement Awards. A Neighborhood Achievement Award recognizes one or more citizens and groups who, in the estimation of APAB or the recipient's NPU have demonstrated outstanding leadership or service to their community and the City. APAB may also, when appropriate, recognize an organizational entity with a special Award for citywide leadership and service to the citizens of Atlanta.

Contact Information

Atlanta Planning Advisory Board members and officers can be contacted through Ms. Wendy Scruggs-Murray, the Citizen Participation Coordinator for the City of Atlanta Department of Planning and Community Development, at (404) 330-6899, fax (404) 658-7491 or by email at wscruggs@atlantaga.gov

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October 17

2009

The Bylaws herein are being presented to the Atlanta Board to become effective immediately upon adoption by delegates to the Atlanta Planning Advisory Board.

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Advisory Board
Bylaws**

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ARTICLE I. Name

The name of this organization shall be The Atlanta Planning Advisory Board.

ARTICLE II. Mission

The Mission of this Board shall be to facilitate citizen participation through the neighborhood planning process. It shall serve as an advisory board to the City on citywide problems, issues, goals and objectives including the Comprehensive Development Plan. Such matters include but are not limited to land use, zoning, and transportation, environmental quality, parks and open spaces. The Board should assist City agencies in determining priority needs. The Board should review and recommend budgetary items.

ARTICLE III. Purpose

The Atlanta Planning Advisory Board is the two-way communication link between the City of Atlanta's neighborhoods and city government concerning policy decisions that affect its citizens, neighborhoods, NPUs and the City as a whole.

ARTICLE IV. Members

This Board shall be composed of twenty-five (25) delegates and twenty-five (25) alternate delegates. The NPU Chairperson or official delegate or the official alternate delegate of each of the twenty-five (25) Neighborhood Planning Units (NPUs), shall serve as the voting member representing each individual NPU. Each Neighborhood Planning Unit shall have one (1) vote. Thirty (30) days prior to the annual organizational meeting of the Board, each NPU Chairperson shall submit to the Secretary of the Board the name, address, home and business telephone numbers of the delegate and alternate delegate for the ensuing year.

ARTICLE V. Officers and Election

Section 1.

The officers of the Board shall be President, First Vice President, Second Vice President, Recording Secretary Correspondence Secretary and Parliamentarian. These officers shall be elected from the voting members of the Board as defined herein and shall perform the duties prescribed by these bylaws. Employees of the City of Atlanta may serve as members on the Atlanta Planning Advisory Board, but may not serve as officers

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Section 2.

At the regularly scheduled meeting in October, a Nominating Committee shall be appointed by the President and confirmed by the Board. It shall be the duty of this committee to nominate candidates at the December Board meeting. At that time, additional nominations may be offered from the floor.

Section 3.

The Neighborhood Planning Unit Coordinator shall preside during elections at the December meeting..

Section 4.

All officers shall be elected by separate vote. If a candidate does not receive a majority of the votes cast, the two (2) candidates with the most votes shall proceed to a runoff. Once elected, these officers shall serve for one year or until their successors are elected.

Section 5.

In no event shall an officer serve more than (3) consecutive terms.

Section 6.

If an officer resigns from the Board, such resignation shall be effective as of that date. The President shall appoint a member to fill the remaining term of the officer with the approval of the Board.

Section 7. Duties and Functions of Officers.

The duties and functions of the officers of the Board shall be as follows:

A. President

1. To preside at all meetings and to maintain order and decorum;
2. To call all meetings in accordance with these rules and applicable laws and to verify that written notices and advertisements for all Board meetings are in proper form;
3. To execute official documents on behalf of and at the direction of the Board and to sign correspondence on behalf of the Board;
4. To review all minutes of the Board and to verify accuracy and all findings of fact;
5. To determine that all actions taken by the Board are, in form and proper substance;
6. To establish a tentative agenda and submit said agenda to the NPU Coordinator no less than (10) days prior to the regularly scheduled meeting of the Board;
7. To appoint representatives to boards and commissions from APAB or NPUs in general;
8. To appoint committee chairs to all standing and ad-hoc committees from the voting membership of APAB.
9. To appoint a parliamentarian for ratification by the Atlanta Planning Advisory Board.

B. First Vice President

1. In the event of absence, disability, resignation or disqualification of the President, the Vice President shall perform all of the duties and functions of the President.
2. To be an ex-officio member of all committees and to ensure the proper functioning and reporting of all committees;

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3. Contact/liaison for NPUs, neighborhood/community associations, and citizens' special interest groups, and
4. Shall perform other related duties as prescribed by the President

C. Second Vice President

1. In the event of absence, disability, resignation or disqualification of the President, and the First Vice President, shall perform all of the duties and functions of the President.
2. To be an ex-officio member of all committees and assist the President and the First Vice President with the proper functioning and reporting of all committees;
3. Contact/liaison for the Atlanta City Council, City Departments and Bureaus, other workgroups and task forces that impact Atlanta's citizenry.
4. Shall perform other related duties as prescribed by the President

D. Recording Secretary

1. To record, transcribe and certify the minutes of all meetings of the Board, and to kept the originals thereof in an appropriate minute book;
2. To act as custodian of the minutes;
3. To certify or attest official documents or actions of the Board.
4. Assist with improving/innovating communication strategies for the Board in partnership with Correspondence Secretary and VPs Vice Presidents.

E. Correspondence Secretary

1. To process correspondence to the Atlanta Planning Advisory Board, NPUs, other citizen participation organizations, groups City departments or individuals at the direction of the President.
2. Correspondence Secretary will also assist First and Second Vice Presidents with coordinating communications efforts between the Atlanta Planning Advisory Board and City departments, the Neighborhood Planning Units, other citizen participation organizations, groups and the Atlanta City Council, as outlined in ARTICLE V, Sections 7B, and 7C of these Bylaws.

F. Parliamentarian

The Parliamentarian shall be appointed by the president, subject to ratification by the executive board, and shall assist the President, the Executive Committee and other members of the board with adherence to the organizations bylaws and to the Robert's Rules of Order.

ARTICLE VI. Meetings

Section 1.

The regular meetings of the Board shall be held the third (3rd) Saturday of every calendar month at 10:00 am. Said meetings shall be held at Atlanta City Hall, or other public place in the City of Atlanta as approved by the Board at a regularly scheduled meeting. Notice of the regularly scheduled meetings shall be mailed electronically to all APAB members a

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1 minimum of four (4) days prior to the scheduled monthly meetings and .mailed by to
2 members (without access to electronic mail) at least seven (7) days prior to the meeting.

3 **Section 2.**

4 The regular meeting held in January of each year shall be the annual organizational
5 meeting of the Board. In addition to any other business to be considered at that meeting,
6 the Board shall:

7 A. establish committees and appoint chairpersons; and

8 B. set forth goals and objectives for the year.

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Section 3

The President may call a special meeting of the Board given proper notice of not less than 2 days. In addition, upon written request from at least eight (8) members of the Board, the President shall call a special meeting of the Board to be held not less than ten (10) nor more than twenty (20) calendar days from the date of receipt of said request. The request shall state the specific purpose for the special meeting and shall include the signatures of the Board members requesting it. A notice of the special meeting shall be mailed at least (7) days prior to the meeting. Only the business for which the meeting was called shall be considered.

Section 4

The Board may sponsor public hearings, workshops, or other meetings. To be official, the Board must ratify any action taken at such meetings.

Section 5

Thirteen (13) members of the Board shall constitute a quorum.

Section 6

A simple majority of votes cast shall determine the outcome of a motion, with the exception of amendments to bylaws, which require a 2/3 vote of members present for approval.

Section 7

Transmission of communications or notices as provided for in these Bylaws shall be made by either mail or email when such electronic addresses are available.

Section 8

The Executive Committee shall be empowered to conduct its meetings by telephone conference, and votes on issues before the Executive Committee be taken electronically when the issue is presented in electronic call to the members of the Executive Committee to vote in response to the electronic transmission

ARTICLE VII. Committees

Section 1 - Executive

This committee shall be composed of the President, First Vice-President, Second Vice President, Correspondence Secretary, Recording Secretary, Parliamentarian and all chairs of standing committees. It shall be the duty of this committee to assist the President in developing meeting agendas and conducting the business of the Board.

Section 2 - Public Safety

It shall be the duty of this committee to investigate and consider all questions related to police services, fire services, other general public safety issues, and it shall make recommendations on these matters to the Board.

Section 3 - Community Development/Human Resources

It shall be the duty of this committee to monitor the City's Comprehensive Development

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1 Plan, the Community Development Block Grant Program, the Capital Improvements Plan,
2 and those projects submitted by the individual Neighborhood Planning Units to ensure that
3 all projects are in keeping with the goals and objectives set forth in these Plans. This
4 committee shall review and comment on section criteria policies used to allocate funds, and
5 to make recommendations to the Board for appropriate action.
6

7 **Section 4 - Zoning**

8 It shall be the duty of this committee to monitor matters related to land use and zoning,
9 urban design and historic preservation, with particular emphasis on citywide issues and
10 make recommendations to the Board for appropriate action.
11

12 **Section 5 - Utilities**

13 It shall be the duty of this committee to monitor matters that appear on the agendas of the
14 City Council's Utilities Committee, with particular emphasis on citywide issues. Also, to
15 monitor and consider actions of public or private entities that may adversely impact the
16 environment, health and livability of neighborhoods.
17

18 **Section 6 - Transportation**

19 It shall be the duty of this committee to monitor matters that appear on the agendas of the
20 City Council's Transportation Committee and to bring to the attention of that committee
21 issues that are of concern to the City.
22

23 **Section 7 - Finance**

24 It shall be the duty of this committee to monitor matters that appear on the agendas of the
25 City Council's Finance/Executive Committee and to bring to the attention of that committee
26 issues that are of concern to the City.
27

28 **Section 8 - Council**

29 It shall be the duty of this committee to monitor matters that appear on the agendas of the
30 City Council's Committee on Council and to bring to the attention of that committee issues
31 that are of concern to the City.
32

33 **Section 9 - Education**

34 It shall be the duty of this committee to oversee and monitor information and impacts from
35 the Atlanta Board of Education and of other educational institutions of the citizenry of the
36 City of Atlanta.
37

38 **Section 10 – Ex-officio members**

39 The President, First Vice-President and the Second Vice President shall be ex-officio
40 members of all committees, except the Nominating Committee.
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ARTICLE VIII. Appointments to External Organizations

Sections Reserved

ARTICLE IX - Parliamentary Authority

The Atlanta Planning Advisory Board shall be governed by the Bylaws set forth in this document. If an issue is not covered by these Bylaws, the current edition of Robert's Rules of Order *newly revised* shall govern the Board.

ARTICLE X. Bylaws

Section 1 - Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Board by a two-thirds (2/3) vote of the members present, provided that the amendment has been submitted in writing at the previous regular meeting and provided that notice of intent to consider said amendment has been included in the notice of the meeting mailed to each member as provided for hereinabove.

Section 2 - Availability of Bylaws

A copy of these bylaws, and any amendments or revisions hereto, shall be certified by the NPU Coordinator and filed with the Municipal Clerk as soon as practical after adoption by the Board. A copy of these bylaws, any amendments or revisions hereto and the ordinance creating the Board, shall be available upon request to any party.

ADOPTED this the 17th day of October 2009,

by a hand count of ____ AYE, ____ NAY AND ____ ABSTENTIONS

Certified By:

Drewnell Thomas

Drewnell Thomas
President
Atlanta Planning Advisory Board

Attested By:

Wendy Scruggs-Murray

Wendy Scruggs-Murray
Citizen Participation & NPU Coordinator
Department of Planning & Community
Development

2010 Atlanta Planning Advisory Board

Drewnell Thomas, President
Sharath Mekala, 1st Vice President
Melissa Firestone, 2nd Vice President
Cathy Muzzy, Recording Secretary
Cathy Richards, Corresponding Secretary
Patrise Perkins-Hooker, Parliamentarian

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2010 Atlanta Planning Advisory Board

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CHAPTER 4. BOARDS AND COMMISSIONS

Section 3-401. General.

- (a) As related to corporate, municipal, governmental, or public purposes and for the security of the peace, health, and good government of the city, the council shall have the authority to create commissions, councils, boards, authorities or other similar bodies which shall perform duties prescribed by the council, including, but not limited to, making studies, conducting research and investigations, holding hearings, and preparing recommendations as to needed ordinances and resolutions. All members of such boards, commissions, councils, authorities or other similar bodies shall be legal residents of the city. **The chair of each board, commission, council, authority or other similar body shall provide to the municipal clerk the names and addresses of its members.**
- (b) The council shall have the authority to provide for the composition of such commissions, councils, boards, authorities or other similar bodies their periods of existence, and for the compensation of their members and employees, in whole or in part. The council may provide by ordinance for reimbursement of the actual and necessary expenses incurred by the members thereof in the performance of their official duties. The council shall have the authority to annually appropriate and donate money, derived from taxation, contributions, or otherwise, for and to such commissions, councils, boards, authorities and other similar bodies to provide for their operation, either in whole or in part.
- (c) All regular, full-time employees of commissions, councils, boards, authorities or other similar bodies which have been previously created or hereafter created by the council shall be considered to be employees of the city. Such employees shall be entitled to all of the benefits and privileges as are other employees of the city and shall be subject to all laws, ordinances and resolutions governing employees of the city except as otherwise specifically prescribed in the Code of Ordinances. Such employees shall be within the unclassified service of the civil service unless the council shall provide by ordinance for other terms and conditions of employment and personnel matters relating to such employees. No member of a board, commission, council, authority or similar body shall be deemed an employee of the city under the provisions of this subsection.
- (d) **Any vacancy in office of any member of a board, commission, council, authority or similar body shall be filled for the unexpired term in the manner prescribed for the original appointment. The chair shall provide to the municipal clerk the name and address of its new members.**
- (e) **No member of any board, commission, council, authority or similar body shall assume office until he or she has executed and filed with the municipal clerk an oath or affirmation obligating himself or herself to faithfully and impartially perform the duties of his or her office, such oath or affirmation to be prescribed by ordinance and administered by the mayor or the municipal clerk.**
- (f) Any member of a board, commission, council, authority or similar body created by the council may be removed from office for cause by a majority vote of the councilmembers present.
- (g) Each board, commission, council, authority and similar body may establish such bylaws, rules, and regulations, not inconsistent with this Charter,

ordinances of the council, or applicable state law, as it deems appropriate and necessary for the conduct of its affairs, copies of which shall be filed with the municipal clerk.

(h) All boards, commissions, councils, authorities and other similar bodies and their employees shall comply with the budgetary procedures of the city as provided in this Charter.

(i) The functions of boards, commissions, councils, authorities and other similar bodies of the city, whether established by Acts of the General Assembly or the city council, shall be provided for by ordinances or resolutions of the city council. However, any boards, commissions, councils, authorities and other similar bodies which derive their powers from general law shall continue to exercise such powers.

(j) The mayor may initiate the creation of additional boards, commissions, councils, authorities and other similar bodies subject to the approval of the council.

(k) All boards, commissions, councils, authorities and other similar bodies shall keep an attendance record of every meeting for each member.

(l) The appointing authority shall attach a summary of attendance for the period of time served to the appointment communication when re-appointing any individual to the board, commission, council, authority or similar body.

(m) The chairs of city boards, commissions, councils, authorities and other similar bodies or their designees shall promptly notify the mayor and council of any membership vacancies, resignations, excessive absences, no-shows, tardiness, or failure to perform.

(n) Any member of a board, commission, council, authority or similar body, serving an expired term, can continue to serve until he or she is re-appointed or a successor is appointed.

(o) New members shall be contacted and invited to the first meeting by the chair or his/her designee and be provided with copies of bylaws, rules and regulations.

(p) The chair of each board, commission, council, authority and similar body or his/her designee shall prepare and submit an annual report outlining activities and accomplishments to the mayor and council.